

Request for Resolution of Telecom Service Issue

Date: [Insert Date]

To,
Customer Service Department,
[Telecom Company Name],
[Company Address],
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the resolution of an issue I am experiencing with my telecom service. My account number is [Your Account Number], and I have been a customer since [Date of Joining].

Details of the Issue:

- Description: [Brief description of the issue]
- Date of First Occurrence: [Date]
- Previous Communication: [Details of any prior communication]

I kindly request your assistance in resolving this matter as soon as possible. I look forward to your prompt response and a resolution to my issue.

Thank you for your attention to this matter.

Sincerely,
[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]